

### Creating an Assessment

Assessments are designed to help you evaluate student progress. In ADLC's LMS, they fall into three categories:

- [Assignments](#)
- [Forums](#)
- [Quizzes](#)

**Note:** Feel free to click on any of the links above to learn more about each type of assessment and how to create them through the official [moodle docs library](#).

**Note:** ADLC currently uses Moodle Version 3.1.

### Overview

In this how to document, we will focus entirely on assessment activities that are not covered within the scope of the [moodle docs library](#). Those items include the following:

- To Find a Password for a Quiz
- To Find an Answer Key
- To Mark a Quiz

### To Find A Password for a Quiz

In some cases, a password is required for students to access a quiz. The password itself is stored securely in the **Administration** tab. As a TS Partner, you have access to set, modify, and share it with your class. The following procedure will walk you through the process of finding the password for a password-encrypted quiz

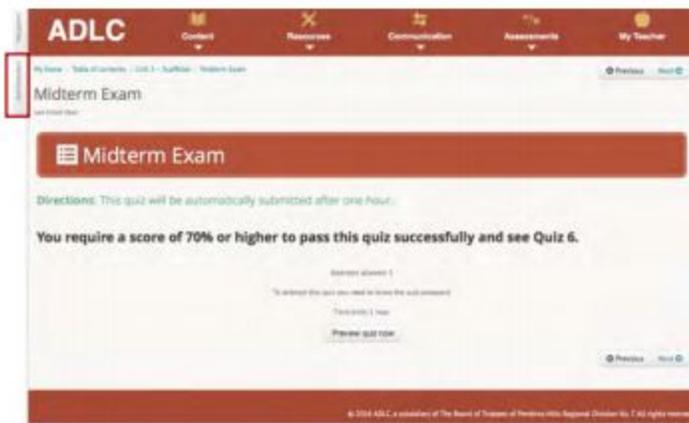
1. On the navigation bar, select the **Assessments** menu and choose **Quizzes** from the dropdown.



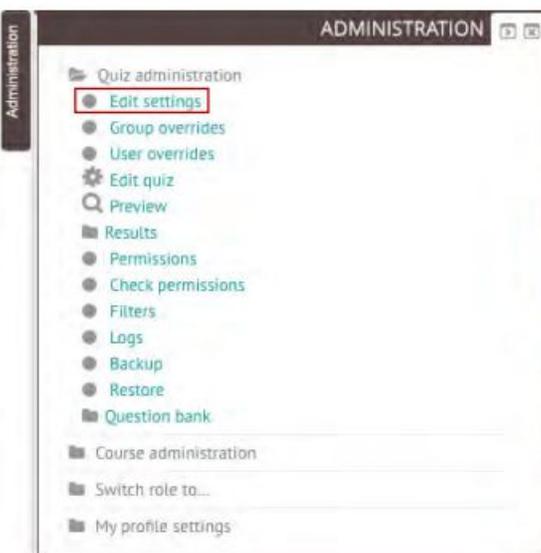
2. Select a **Title** from the list.



3. Select or hover over the **Administration** tab to reveal the **Administration** menu.



4. Navigate to **Quiz Administration**>**Edit settings**.



- Click on the **Extra restrictions on attempts** section to expand it.
- Click on the **Show more...** link.



- Look in the **Require password** field. If a password exists for the associated quiz, it will appear in this field.



- Select the **Unmask** checkbox. The password will appear in plain view and you can now edit it or share it with your students.



### To Find an Answer Key

- On the navigation bar, select the **Assessments** menu and choose **Quizzes** from the dropdown.



2. Select a quiz by clicking on the **number of attempts** beside it.



3. Expand the **What to include in the report** section. Here, you want to generate, or even refresh, a report that shows all enrolled users who have attempted the quiz (see Steps 4 & 5). This is important to note because you can view only the answer keys of quizzes that have actually been attempted.



4. From the **Attempts from** dropdown menu, select **enrolled users who have attempted the quiz**.



5. Click **Show report** to generate or refresh the report.



The **Display options** section should now display a report, which contains a list of the enrolled users who have attempted the quiz.

First Name / Surname	ID	Email address	Mobile Phone phone	State	Started on	Completed on	Score	Q.1	Q.2	Q.3	Q.4	Q.5	Q.6
John	2015	john.smith@edu.au	08 999 999 999	NSW	2015-08-25 10:00:00	2015-08-25 10:00:00	100	100	100	100	100	100	100
John	2015	john.smith@edu.au	08 999 999 999	NSW	2015-08-25 10:00:00	2015-08-25 10:00:00	100	100	100	100	100	100	100
John	2015	john.smith@edu.au	08 999 999 999	NSW	2015-08-25 10:00:00	2015-08-25 10:00:00	100	100	100	100	100	100	100

6. Here you have two options:

- Compare student responses against the entire answer key (see Steps 7 to 9). This feature allows you to view all of the items at once, from beginning to end. All of the results will appear in a single window.

OR

- Compare student responses against a portion of the answer key (See steps 10 to 12). This feature allows you to pick and choose which items you want to view. You can choose only one item at a time and each result will appear in a separate window.

### Compare Student Responses Against the Entire Answer Key

7. Find the student in the table.

8. Click the **Review Attempt** link underneath the student's name.

9. The student's response will appear first, followed by an explanation from the answer key. Scroll down to review the remaining questions from the quiz.

Match the term to their definition.

- Heat - Energy that can increase temperature ✓
- Fuel - Any substance that can undergo combustion ✓
- Chemical Reaction - A rearrangement of molecules ✓
- Solvent - A gas that is consumed by fire ✓

The correct answer is Heat - Energy that can increase temperature. Fuel - Any substance that can undergo combustion. Chemical Reaction - A rearrangement of molecules. Solvent - A gas that is consumed by fire.

## Compare Student Responses Against a Portion of the Answer Key

10. Find the student in the table.
11. From the same row, select a graded question/attempt.



Row	ID	Name	Mobile	Started	Time	Q.1	Q.2	Q.3	Q.4	Q.5	Q.6
Surname	Number	First address	Phone phone	State	at	Completed	Score	Grade	Grade	Grade	Grade
1	123456789	John	0987654321	2023-08-01	10:00	✓	✓	✓	✓	✓	✓
2	987654321	Jane	1234567890	2023-08-01	10:05	✓	✓	✓	✓	✓	✓
3	567890123	Mike	0123456789	2023-08-01	10:10	✓	✓	✓	✓	✓	✓
4	345678901	Sarah	9012345678	2023-08-01	10:15	✓	✓	✓	✓	✓	✓
5	234567890	David	8901234567	2023-08-01	10:20	✓	✓	✓	✓	✓	✓
6	123456789	Emily	7890123456	2023-08-01	10:25	✓	✓	✓	✓	✓	✓
7	987654321	Chris	6789012345	2023-08-01	10:30	✓	✓	✓	✓	✓	✓
8	876543210	Alex	5678901234	2023-08-01	10:35	✓	✓	✓	✓	✓	✓
9	765432109	Olivia	4567890123	2023-08-01	10:40	✓	✓	✓	✓	✓	✓
10	654321098	Noah	3456789012	2023-08-01	10:45	✓	✓	✓	✓	✓	✓
11	543210987	Isabella	2345678901	2023-08-01	10:50	✓	✓	✓	✓	✓	✓
12	432109876	Liam	1234567890	2023-08-01	10:55	✓	✓	✓	✓	✓	✓
13	321098765	Mia	0123456789	2023-08-01	11:00	✓	✓	✓	✓	✓	✓
14	210987654	Lucas	9012345678	2023-08-01	11:05	✓	✓	✓	✓	✓	✓
15	109876543	Charlotte	8901234567	2023-08-01	11:10	✓	✓	✓	✓	✓	✓
16	098765432	Benjamin	7890123456	2023-08-01	11:15	✓	✓	✓	✓	✓	✓
17	987654321	Ava	6789012345	2023-08-01	11:20	✓	✓	✓	✓	✓	✓
18	876543210	Ethan	5678901234	2023-08-01	11:25	✓	✓	✓	✓	✓	✓
19	765432109	Sophia	4567890123	2023-08-01	11:30	✓	✓	✓	✓	✓	✓
20	654321098	Mason	3456789012	2023-08-01	11:35	✓	✓	✓	✓	✓	✓
21	543210987	Madison	2345678901	2023-08-01	11:40	✓	✓	✓	✓	✓	✓
22	432109876	Logan	1234567890	2023-08-01	11:45	✓	✓	✓	✓	✓	✓
23	321098765	Grace	0123456789	2023-08-01	11:50	✓	✓	✓	✓	✓	✓
24	210987654	Carter	9012345678	2023-08-01	11:55	✓	✓	✓	✓	✓	✓
25	109876543	Chloe	8901234567	2023-08-01	12:00	✓	✓	✓	✓	✓	✓
26	098765432	Wyatt	7890123456	2023-08-01	12:05	✓	✓	✓	✓	✓	✓
27	987654321	Zoe	6789012345	2023-08-01	12:10	✓	✓	✓	✓	✓	✓
28	876543210	Caleb	5678901234	2023-08-01	12:15	✓	✓	✓	✓	✓	✓
29	765432109	Isabella	4567890123	2023-08-01	12:20	✓	✓	✓	✓	✓	✓
30	654321098	Lucas	3456789012	2023-08-01	12:25	✓	✓	✓	✓	✓	✓
31	543210987	Charlotte	2345678901	2023-08-01	12:30	✓	✓	✓	✓	✓	✓
32	432109876	Benjamin	1234567890	2023-08-01	12:35	✓	✓	✓	✓	✓	✓
33	321098765	Ava	0123456789	2023-08-01	12:40	✓	✓	✓	✓	✓	✓
34	210987654	Ethan	9012345678	2023-08-01	12:45	✓	✓	✓	✓	✓	✓
35	109876543	Sophia	8901234567	2023-08-01	12:50	✓	✓	✓	✓	✓	✓
36	098765432	Mason	7890123456	2023-08-01	12:55	✓	✓	✓	✓	✓	✓
37	987654321	Madison	6789012345	2023-08-01	13:00	✓	✓	✓	✓	✓	✓
38	876543210	Logan	5678901234	2023-08-01	13:05	✓	✓	✓	✓	✓	✓
39	765432109	Grace	4567890123	2023-08-01	13:10	✓	✓	✓	✓	✓	✓
40	654321098	Carter	3456789012	2023-08-01	13:15	✓	✓	✓	✓	✓	✓
41	543210987	Chloe	2345678901	2023-08-01	13:20	✓	✓	✓	✓	✓	✓
42	432109876	Wyatt	1234567890	2023-08-01	13:25	✓	✓	✓	✓	✓	✓
43	321098765	Zoe	0123456789	2023-08-01	13:30	✓	✓	✓	✓	✓	✓
44	210987654	Caleb	9012345678	2023-08-01	13:35	✓	✓	✓	✓	✓	✓
45	109876543	Isabella	8901234567	2023-08-01	13:40	✓	✓	✓	✓	✓	✓
46	098765432	Lucas	7890123456	2023-08-01	13:45	✓	✓	✓	✓	✓	✓
47	987654321	Charlotte	6789012345	2023-08-01	13:50	✓	✓	✓	✓	✓	✓
48	876543210	Benjamin	5678901234	2023-08-01	13:55	✓	✓	✓	✓	✓	✓
49	765432109	Ava	4567890123	2023-08-01	14:00	✓	✓	✓	✓	✓	✓
50	654321098	Ethan	3456789012	2023-08-01	14:05	✓	✓	✓	✓	✓	✓
51	543210987	Sophia	2345678901	2023-08-01	14:10	✓	✓	✓	✓	✓	✓
52	432109876	Mason	1234567890	2023-08-01	14:15	✓	✓	✓	✓	✓	✓
53	321098765	Madison	0123456789	2023-08-01	14:20	✓	✓	✓	✓	✓	✓
54	210987654	Logan	9012345678	2023-08-01	14:25	✓	✓	✓	✓	✓	✓
55	109876543	Grace	8901234567	2023-08-01	14:30	✓	✓	✓	✓	✓	✓
56	098765432	Carter	7890123456	2023-08-01	14:35	✓	✓	✓	✓	✓	✓
57	987654321	Chloe	6789012345	2023-08-01	14:40	✓	✓	✓	✓	✓	✓
58	876543210	Wyatt	5678901234	2023-08-01	14:45	✓	✓	✓	✓	✓	✓
59	765432109	Zoe	4567890123	2023-08-01	14:50	✓	✓	✓	✓	✓	✓
60	654321098	Caleb	3456789012	2023-08-01	14:55	✓	✓	✓	✓	✓	✓
61	543210987	Isabella	2345678901	2023-08-01	15:00	✓	✓	✓	✓	✓	✓
62	432109876	Lucas	1234567890	2023-08-01	15:05	✓	✓	✓	✓	✓	✓
63	321098765	Charlotte	0123456789	2023-08-01	15:10	✓	✓	✓	✓	✓	✓
64	210987654	Benjamin	9012345678	2023-08-01	15:15	✓	✓	✓	✓	✓	✓
65	109876543	Ava	8901234567	2023-08-01	15:20	✓	✓	✓	✓	✓	✓
66	098765432	Ethan	7890123456	2023-08-01	15:25	✓	✓	✓	✓	✓	✓
67	987654321	Sophia	6789012345	2023-08-01	15:30	✓	✓	✓	✓	✓	✓
68	876543210	Mason	5678901234	2023-08-01	15:35	✓	✓	✓	✓	✓	✓
69	765432109	Madison	4567890123	2023-08-01	15:40	✓	✓	✓	✓	✓	✓
70	654321098	Logan	3456789012	2023-08-01	15:45	✓	✓	✓	✓	✓	✓
71	543210987	Grace	2345678901	2023-08-01	15:50	✓	✓	✓	✓	✓	✓
72	432109876	Carter	1234567890	2023-08-01	15:55	✓	✓	✓	✓	✓	✓
73	321098765	Chloe	0123456789	2023-08-01	16:00	✓	✓	✓	✓	✓	✓
74	210987654	Wyatt	9012345678	2023-08-01	16:05	✓	✓	✓	✓	✓	✓
75	109876543	Zoe	8901234567	2023-08-01	16:10	✓	✓	✓	✓	✓	✓
76	098765432	Caleb	7890123456	2023-08-01	16:15	✓	✓	✓	✓	✓	✓
77	987654321	Isabella	6789012345	2023-08-01	16:20	✓	✓	✓	✓	✓	✓
78	876543210	Lucas	5678901234	2023-08-01	16:25	✓	✓	✓	✓	✓	✓
79	765432109	Charlotte	4567890123	2023-08-01	16:30	✓	✓	✓	✓	✓	✓
80	654321098	Benjamin	3456789012	2023-08-01	16:35	✓	✓	✓	✓	✓	✓
81	543210987	Ava	2345678901	2023-08-01	16:40	✓	✓	✓	✓	✓	✓
82	432109876	Ethan	1234567890	2023-08-01	16:45	✓	✓	✓	✓	✓	✓
83	321098765	Sophia	0123456789	2023-08-01	16:50	✓	✓	✓	✓	✓	✓
84	210987654	Mason	9012345678	2023-08-01	16:55	✓	✓	✓	✓	✓	✓
85	109876543	Madison	8901234567	2023-08-01	17:00	✓	✓	✓	✓	✓	✓
86	098765432	Logan	7890123456	2023-08-01	17:05	✓	✓	✓	✓	✓	✓
87	987654321	Grace	6789012345	2023-08-01	17:10	✓	✓	✓	✓	✓	✓
88	876543210	Carter	5678901234	2023-08-01	17:15	✓	✓	✓	✓	✓	✓
89	765432109	Chloe	4567890123	2023-08-01	17:20	✓	✓	✓	✓	✓	✓
90	654321098	Wyatt	3456789012	2023-08-01	17:25	✓	✓	✓	✓	✓	✓
91	543210987	Zoe	2345678901	2023-08-01	17:30	✓	✓	✓	✓	✓	✓
92	432109876	Caleb	1234567890	2023-08-01	17:35	✓	✓	✓	✓	✓	✓
93	321098765	Isabella	0123456789	2023-08-01	17:40	✓	✓	✓	✓	✓	✓
94	210987654	Lucas	9012345678	2023-08-01	17:45	✓	✓	✓	✓	✓	✓
95	109876543	Charlotte	8901234567	2023-08-01	17:50	✓	✓	✓	✓	✓	✓
96	098765432	Benjamin	7890123456	2023-08-01	17:55	✓	✓	✓	✓	✓	✓
97	987654321	Ava	6789012345	2023-08-01	18:00	✓	✓	✓	✓	✓	✓
98	876543210	Ethan	5678901234	2023-08-01	18:05	✓	✓	✓	✓	✓	✓
99	765432109	Sophia	4567890123	2023-08-01	18:10	✓	✓	✓	✓	✓	✓
100	654321098	Mason	3456789012	2023-08-01	18:15	✓	✓	✓	✓	✓	✓

A separate window will open. The student's response for that particular question will appear first, followed by an explanation from the answer key.

12. Close the window and repeat Steps 11 to 14 to review any other items from the quiz.

## To Mark a Quiz

There are two ways to identify a quiz that requires grading:

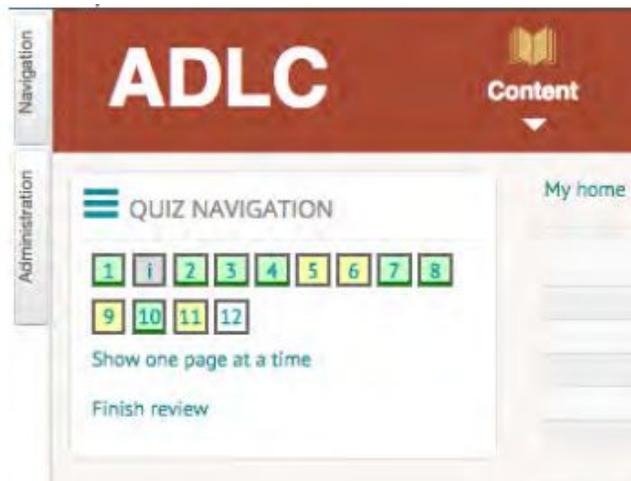
- through the Quiz Navigation legend

**OR**

- through the Quiz Summary page

## Through the Quiz Navigation Legend

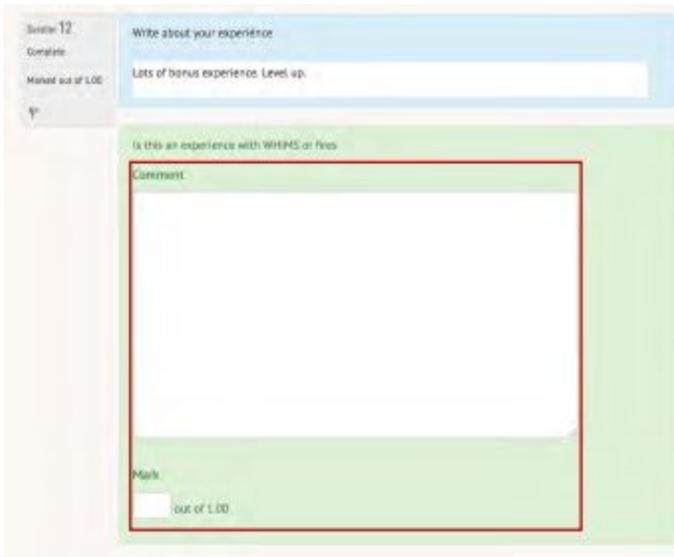
1. Follow Steps 2 to 4 from Finding an Answer Key.
2. Find the student in the table.
3. Click the **Review Attempt** link underneath the student's name.
4. Look for any white boxes in the **Quiz Navigation** legend. Those represent unmarked items.



5. Click on the unmarked item to begin grading.
6. Review the student's response and click the **Make a comment or override mark** link.



7. A popup window will appear. Enter your comments and score into the fields provided.



8. Scroll down and click **Save** to apply your changes. A confirmation message will appear and the window will close automatically.



9. Click the **Finish Review** link to complete your review. Your changes will automatically be saved into the Gradebook.

**Note:** If you have the option configured in your personal settings, then your student's grades will also be updated and saved to their personal **Grades** menu.

### **Through the Quiz Summary Page**

1. Follow Steps 2 to 4 from Finding an Answer Key.
2. Find the student in the table.

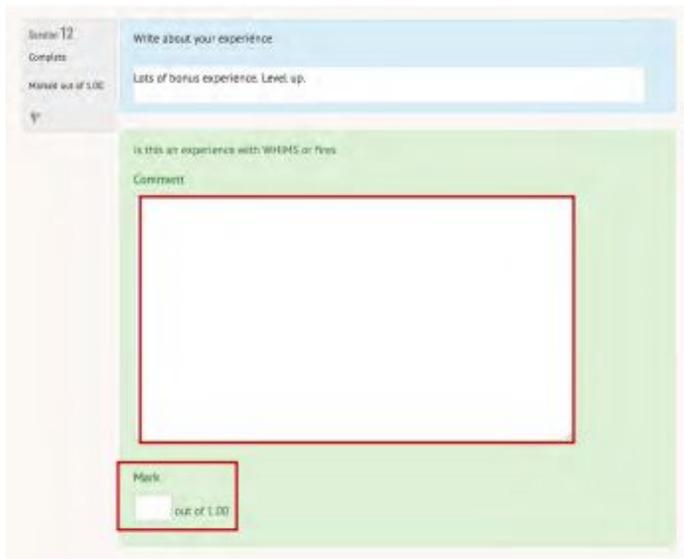
- From the same row, look for any questions with the status **Requires grading**. This represents an ungraded item.



- Click the **Requires grading** link to begin.
- Review the student's response and click the **Make a comment or override mark** link.



- A popup window will appear. Enter your comments and score into the fields provided.



- Scroll down and click **Save** to apply your changes. A confirmation message will appear and a window will close automatically.



- Click the **Finish Review** link to complete your review. Your changes will automatically be saved to the Gradebook.  
**Note:** If you have the option configured in your personal settings, your student's grades will also be updated and saved to their personal **Grades** menu.

## Questions?

Give us a call at 1-866-774-5333, ext. 5322 or email [moodlesupport@adlc.ca](mailto:moodlesupport@adlc.ca)